

CLARK COUNTY JUVENILE COURT

POSITION AVAILABLE

Position Title: Deputy Clerk

Job Description: The position of Deputy Clerk is responsible for typing, processing and filing all forms and reports necessary to the operation of the Court. A deputy clerk serves as a contact person for attorneys and the public and performs some clerical functions and related tasks as required. The individual placed in this position will be involved with the following duties:

Processing court documents and legal pleadings

Numbering cases and preparing files

Time stamping and docketing incoming materials

Answers telephone inquires from attorneys and the public

Prepares the court calendar

Operates computer, typewriter, copier and other office machines

Relieves receptionist and other clerks as needed

Performs other related duties as assigned.

Requirements: High school diploma or equivalent; valid Ohio Driver's License

Desired Knowledge, Skills & Abilities: Ability to operate standard office machines; ability to be courteous and informative to the general public; ability to follow simple oral and written instructions; ability to maintain a functional filing system and to file quickly and accurately; ability to accurately receipt monies and balance cash drawer; ability to write and speak effectively; ability to type 45-60 wpm; knowledge of court procedures preferred.

Persons interested in applying for this position should complete an employment application and submit that application together with his or her resume to Kathy Lopez, Chief Deputy Clerk, Clark County Juvenile Court, 101 E. Columbia Street, Springfield, Ohio 45502 no later than Monday, August 14, 2006. Questions may be directed to Kathy Lopez by calling 937-521-1600, extension 1609.